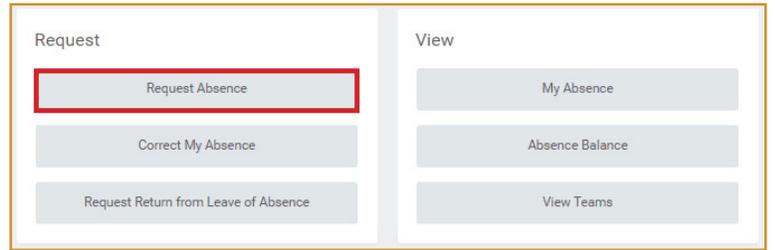


# Codsashada Fasaxa Maqnaanshaha

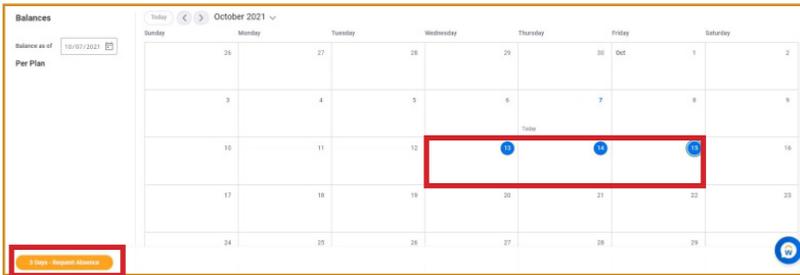
Haddii aad u baahan tahay inaad codsato **fasaxa maqnaanshaha** raac tilmaamaha hoose. Codsiyada wakhtiyada fasaxa waa in lagu soo gudbiyaa bogga interneetka ee DirectMyCare.

## Codsashada Fasax

- Gal [bogga internetka DirectMyCare](#) ee CDWA.
- Markaad joogto shaashada My Dashboard (Dhaashboodh-kayga), guji badhanka **Workday (Shaqada Maalinta)** si aad u tagto boggaaga koowaad ee Workday.  
\*Haddii aad tagtid bogga gelitaanka, geli isla magaca adeegsadaha iyo lambar sireedka ee loo isticmaalay in lagu galo [bogga internetka DirectMyCare](#).
- Dooro **View All Apps (Eeg Dhamaan Ababka)**.
- Dooro **Absence app (abka Maqnaanshaha)**.  
\*Haddii aadan haysan abka Maqnaanshaha la xidhiidh isku-duwahaaga adeegga ee lagu xilsaaray.
- Dooro **Request Absence (Codso Maqnaansho)** (Jaantuska 01) si aad u muujiso taariikh jadwaleedka maqnaanshaha.
- Taariikh-jadwaleedka, **dooro maalinta(maalmaha)** aad rabto inaad codsato fasax. Si aad u codsato wax ka badan hal maalin, ka dooro maalmo badan jadwalka taariikheedka. (Jaantuska 02)



Jaantuska 01



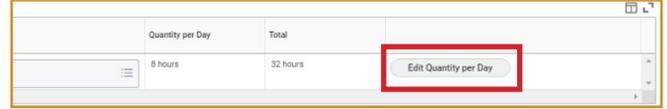
Jaantuska 02

- Isticmaal badhanka oranjiga ee **Request Absence (Codso Maqnaansho)** ee ku yaala qeybta bidix ee hoose ee shaashada. Tirada maalmaha la codsaday ayaa soo muuqan doonaan si ku salaysan kala duwanaanta jadwalka taariikheedkaada/taariikhdaada si ay kaaga caawiyaan inaad xaqiijiso codsigaaga. (Jaantuska 02)
- Isticmaal tasmada hoos u dhaca si aad u doorato **Type (Nooca)** Fasaxa Maqnaanshaha ee la codsaday. Dooro **Next (Xiga)**.  
● Qeybaha Maqnaanshaha:

<b>Leave of Absence</b>
WA Domestic Violence
WA Emergency Response Leave
WA Military Leave
WA Paid Family Medical Leave (PFML)

- Wixii macluumaad dheeraad ah oo ku saabsan fasaxyada maqnaanshaha, fadlan ka eeg [Buuq-gacmeedka Shaqada ee IP-ga](#).

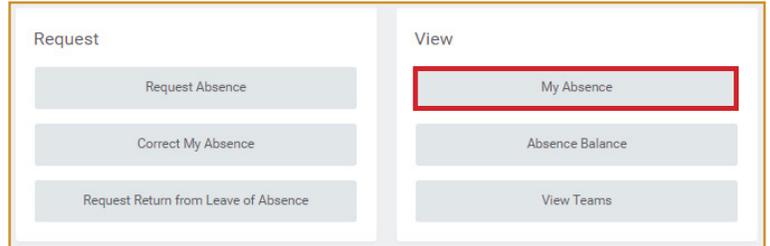
9. **Ikhtiyaari ah:** Tirada Maalintii ayaa laga yaabaa iney asal ahaan dib isugu celiso saacadahaaga jadwaleysan ee maalinlaha ah. Si aad u bedesho Tirada Maalintii, dooro Edit Quantity per Day (Tifaftir Tirada Maalintii) (haddii ay muuqato). (Jaantuska 03) Geli cadadka loo baahan yahay iyo faallooyinka loo baahan yahay. Waxa kale oo aad ku cusboonaysiin kartaa dhammaan isla cadadka isku midka ah hal mar adiga oo isticmaalaya goobta Update All Quantities (Cusboonaysii Dhamaan Tirooyinka).



Jaantuska 03

10. Dooro **Done (La sameeyay)**.

- Haddii aad haysato dukumeentiyo taageeraya, waxaad ku lifaaqi kartaa adigoo u soo jiidaya goobta Attachments (Lifaaqyada) ama adigoo isticmaalaya badhanka **Select Files (Dooro Faylasha)**. Haddii aad ku lifaaqdo dukumeenti, fadlan ka dooro qaybta ku habboon tusmada liiska hoos u dhaca. Waxa kale oo aad ku dari kartaa sharraxaad taasoo ikhtiyaari ah.



Jaantuska 04

11. **Submit (Gudbi)**.

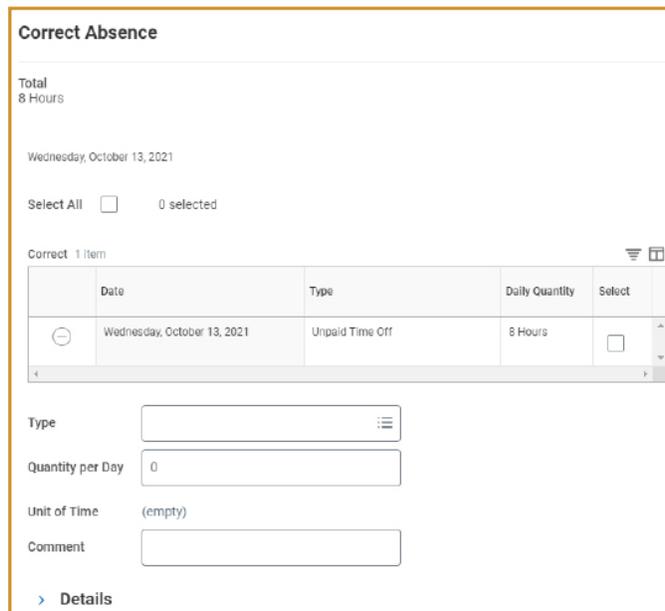
12. Waxaad ka arki kartaa xaalka codsigaaga wakhti kasta adiga oo tagaya **Absence (Maqnaanshaha) > My Absence (Maqnaanshahayga)**. (Jaantuska 04)

## Baajinta/Tifaftirida Codsii Fasax

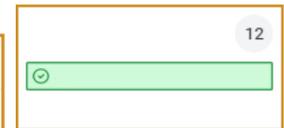
1. Gudaha codsiga Maqnaanshaha, dooro **Correct My Absence (Sax Maqnaanshaheyya)** si aad u furto taariikh jadwaleedka maqnaanshaha. (Jaantuska 05)
2. Dooro wakhtiga fasaxa ah ee la oggolaaday (xariijinta cagaaran) ee ku jira gudaha taariikh-jadwaleedka. (Jaantuska 06)
3. Shaashada Correct Absence (Sax Maqnaanshaha) ayaa soo muuqan doonta. (Jaantuska 07)  
Shaashada Correct Absence (Sax Maqnaanshaha) waxaad awoodaa inaad:
  - Baajiso maqnaanshaha,
  - Tifaftirto Nooca maqnaanshaha, ama
  - Tifaftirto Tirada saacadaha maqnaanshaha.



Jaantuska 05



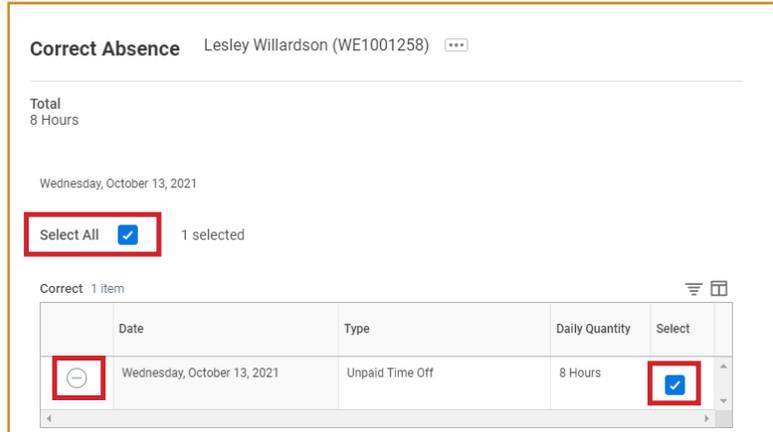
Jaantuska 07



Jaantuska 06

**Si aad u Baajiso Maqnaanshaha:**

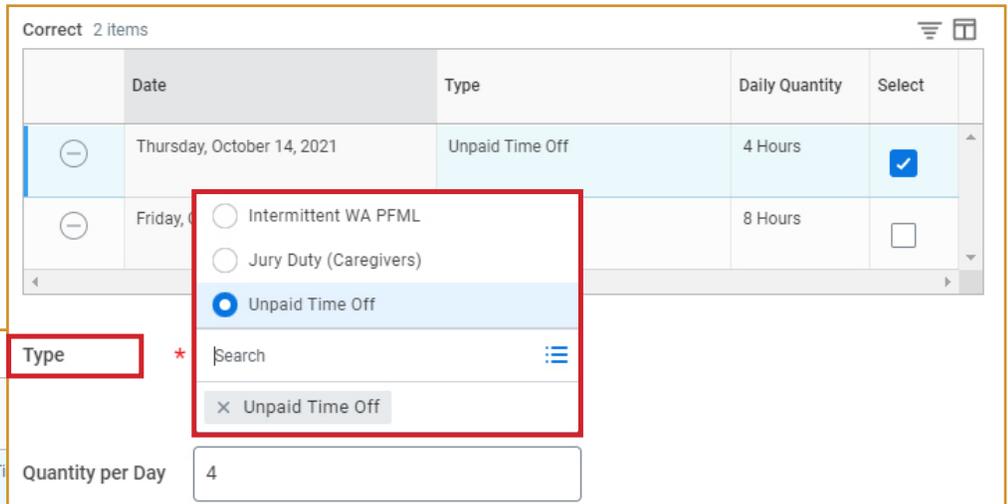
1. Dooro sanduuqa ku xiga maalinta aad rabto inaad baajiso. Calaamad **saxitaan oo buluug ah** ayaan soo muuqan doonto. (Jaantuska 08)
  - Haddey jiraan maalmo badan, waxaad dooran kartaa sanduuqa **Select All (Dooro Dhamaan)** si aad u doorato dhamaan maalmaha la liis gareeyay.
2. Dooro **badhanka laga jaro** ee ku yaalo horta maalmaha aad rabto inaad baajiso
  - Goobuhu waxey noqon doonaan kuwo banaan.
3. Guji badhanka oranjiga ee ah **Submit (Gudbi)**.



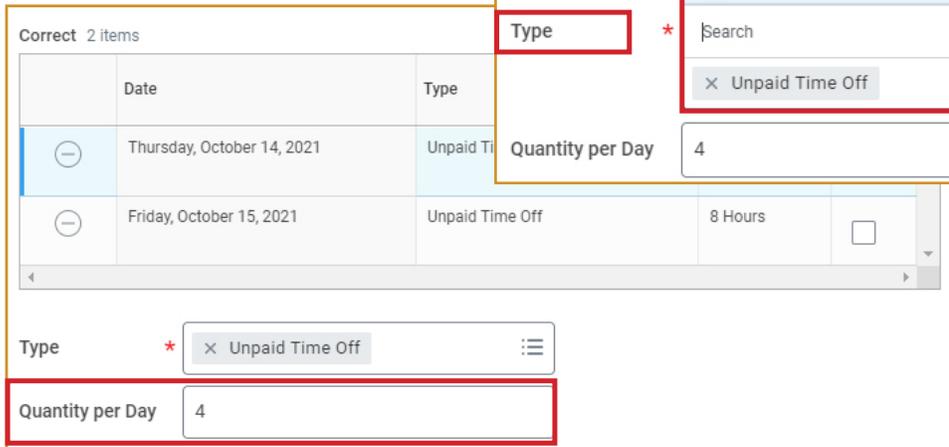
Jaantuska 08

**Si aad u Tifaftirto Maqnaanshaha:**

1. Dooro sanduuqa ku xiga maalinta aad rabto inaad baajiso. Calaamad **saxitaan oo buluug ah** ayaan soo muuqan doonto. (Jaantuska 08)
  - Haddey jiraan maalmo badan, waxaad dooran kartaa sanduuqa **Select All (Dooro Dhamaan)** si aad u doorato dhamaan maalmaha la liis gareeyay.
2. Haddii aad u baahan tahay inaad tifaftirto Nooca maqnaanshaha, dooro tasmada si aad u ballaaris goobta **Type (Nooca)** oona ka dooro tasmada hoos u dhaca. (Jaantuska 09)
3. Haddii aad u baahan tahay inaad tifaftirto tirada saacadaha aad fasax qaadaneyso, dooro goobta **Quantity per Day (Tirada Maalintii)** oona ku qor tirada saacaddaha aad fasax qaadaneyso maalintaas. (Jaantuska 10)
4. Guji badhanka oranjiga ee ah **Submit (Gudbi)**.



Jaantuska 09



Jaantuska 10